



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
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NASLEMINST 5360.4A
NOOLMA1

IN REPLY REFER TO:

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NAS LEMOORE INSTRUCTION 5360.4A

From: Commanding Officer, Naval Air Station, Lemoore

Subj: CEREMONIAL UNITS

Ref: (a) U.S. Navy Regulations
(b) CNRSWINST 5360.1N

Encl: (1) Services Provided by Ceremonial Units

1. Purpose. To assign responsibility for establishing training and assignment of personnel serving in ceremonial units per references (a) through (c). Ceremonial units are defined as honor guard and funeral detail.

2. Cancellation. NASLEMINST 5360.4

3. Background. Naval Air Station (NAS) Lemoore routinely receives requests to furnish honor guards and funeral details. Reference (b) designates the Commanding Officer, NAS Lemoore as the local area Funeral Honors Support (FHS) Coordinator for Fresno, Inyo, Madera, Kings and Tulare Counties. References (b) and (c) delineate policy concerning funeral services. The performance of all of these duties reflects directly on NAS Lemoore and the Navy as a whole. It is therefore imperative that the members assigned to these duties be thoroughly screened and trained to provide these services.

4. Policy. It is the policy of NAS Lemoore to provide ceremonial units to the maximum extent possible consistent with available manpower in the following priority order: (1) On station military requests, (2) On station non-military requests, and (3) Off station requests. It is the policy of the local area FHS Coordinator to render military honors at funeral services per the priorities listed in reference (b) and such honors will be provided when the request is received 48 hours in advance per reference (c).

5. Responsibilities

a. NAS department heads and tenant command/ squadron commanding officers/OICs are responsible for the assignment of personnel to honor guard/funeral detail.

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NAS Leading Chief Petty Officers (LCPO) and tenant command/squadron command master chiefs shall act as coordinators and monitor all circumstances which preclude assigned personnel from performing their duties. Duties are.

(6) Assign personnel per the following table:

<u>Department/Squadron/ Tenant Commands</u>	<u>Honor Guard/ Funeral Detail</u>
AIMD	11*
Air Ops	5*
Security	2
Supply	4*
Weapons	1
CBU-406	2
NAMTRAGRUDET Lemoore	2
Naval Hospital Lemoore	2
PSD Lemoore	2
VFA-122	6*
VFA-125	6*
All Fleet VFA's	2 per squadron

*Personnel assignments marked will include at least one E-5.

(2) Monitor assigned personnel for proper military appearance and compliance with Navy height-weight/body fat standards. DO NOT ASSIGN PERSONNEL THAT ARE NOT WITHIN STANDARDS.

(3) Notify the Ceremonial Unit Coordinator (CUC) whenever assigned personnel are no longer available to perform detail duties. Personnel assignments will be for a minimum of 180 days and personnel will not be released until after their relief is trained. The assignment will be a temporary additional duty, not a permanent assignment.

(4) Ceremonial Unit members shall be excused from personnel inspections and watchstanding duties during their period of assignment.

(5) When practicable give compensatory time off to unit members for weekends or after hours ceremonial duties.

(6) Designate a single point of contact for scheduling personnel in your unit for ceremonial details. Ensure division CPOs/LPOs are notified of the date, time, place, and uniform requirements.

b. The CUC will:

- (1) Be designated by the Executive Officer, NAS Lemoore.
- (2) Be the point of contact for all on station Honor Guards.
- (3) Coordinate with the Public Affairs Officer (PAO) for scheduling of off station Honor Guards.
- (4) Be the point of contact for all Honor Guards/Funeral Details.
- (5) Resolve all questions of priority and notify the PAO and appropriate personnel accordingly.
- (6) Maintain a current roster of Honor Guard/Funeral Detail members.
- (7) Notify department or squadron/tenant command points of contact to schedule personnel to fill ceremonial unit commitments.
- (8) Be responsible for training ceremonial unit members in the proper performance of their assigned duties.
- (9) Designate in writing the members authorized to draw firearms and blank ammunition and submit the list to the Weapons Officer via the Security Officer.
- (10) Be responsible for the custody and cleanliness of detail gear.
- (11) Provide the Administrative Services, Military Personnel LCPO information for all personnel on a chow pass who missed meals due to participation in a ceremonial unit event.

c. The Casualty Assistance Calls Program Coordinator will coordinate, as required, the efforts of the CUC and the Casualty Assistance Calls Officers (CACO).

d. The Public Works Officer will provide appropriate transportation as required.

e. The Weapons Officer will:

- (1) Maintain custody of Funeral Detail firearms and procure blank ammunition.

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(2) Provide firearms and blank ammunition to properly designated personnel.

(3) Provide instruction in the safe handling of firearms.

f. The Public Affairs Officer will:

(1) Be the point of contact for scheduling off station Honor Guards.

(2) Coordinate with the CUC for scheduling off station Honor Guards.

(3) Be responsible for any news releases associated with the ceremonial units.

g. Ceremonial Unit Members will:

(1) Report as directed for training and ceremonial departures.

(2) Maintain a clean, inspection-ready uniform of the day at all times (cleaning will be done on a no-cost to the members basis).

(3) Maintain a sharp military appearance per appropriate regulations at all times. Due to the unique nature of assignment to the ceremonial units, personnel with no-shave chits shall not be assigned to the ceremonial detail.

NO EXCEPTIONS.

(4) Notify the CUC when requesting leave or special liberty or when departing NAS Lemoore for extended periods of time (TAD, detachments, deployments, etc.)

5. Services Provided. Services provided by the ceremonial units, and composition of the various details are described in enclosure (1).



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Services Provided by the Ceremonial Units**Honor Guard**

1. A normal Honor Guard consists of four personnel. They include the two color bearers carrying the National Ensign and the Navy Flag and two rifle armed escorts. Upon request, additional flags (state or unit colors or both) can be added if sufficient lead time is given the CUC to ensure sufficient manpower will be available.

2. There are three types of Honor Guard events, ie., Parades, Presentation of Colors, and Presentation, Posting, Retrieving, and Retiring of Colors.

a. Parades are the simplest events. The Honor Guard reports to the forming area, marches the route, renders honors at the reviewing stand (typically "Eyes Right") and leaves after completion of the parade.

b. Presentation of Colors: The guard starts at some point, marches to a designated location, presents the Colors (typically for the National Anthem, but occasionally for the Pledge of Allegiance), and marches to the exit (which may or may not be the entrance). This event is typically used at athletic events (marching down the 50 yard line, to half court or the outfield), but may be used for meetings. If the event is to be held indoors a minimum of 15 minutes rehearsal time will be needed at the event site with the point of contact in attendance and all furniture in proximity to the marching route in place. Stairs to climb (during the event) and ceilings of less than 15 feet will require more practice time to enable the team to learn how to best contend with the obstacles.

c. Presentation, Posting, Retrieving, and Retiring of Colors is similar to the event described in b above with the addition of positioning the colors in stands on a stage or near a head table and retrieving them at some later point. Indoors or outdoors, this event will require a minimum of 30 minutes rehearsal time with the point of contact in attendance and all furniture in proximity to the marching route in place. As in b above additional time will be needed to contend with stairs or ceilings of less than 15 feet. This type of event is the most difficult to execute and is used at the most formal ceremonies such as the Navy Ball.

3. Manning described in the basic instruction provides for three four-man details.

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Funeral Detail

1. A normal Funeral Detail consists of 17 personnel. It provides "Full Military Honors" including:

a. Eight body bearers/escort personnel that carry the coffin or escort it (when it is carried by others selected by the family). They also fold the flag.

b. Seven riflemen that perform the 21 gun salute.

c. One bugler for "Taps".

d. One Petty Officer in charge. Receives flag from the body bearers/escorts and presents the flag to the next of kin.

In the event the service is to provide for the interment of cremated remains, the escort will be reduced to one urn bearer and one flagbearer. The Petty Officer in charge and rifle detail remain unchanged.

2. At request of the family, less than full military honors may be provided thereby reducing the total number of personnel involved (e.g. only a bugler, only the 21 gun salute, only the presentation of the folded flag, only the flag folders and presenter).

3. **A Chaplain is NOT provided with the Funeral Detail.** If a Chaplain is desired, contact the Base Chapel at extension 4618 for assistance.

4. The CUC may reduce the number of personnel provided to nine depending on manpower availability. In this circumstance the escort personnel and Petty Officer in charge will also serve as the rifle detail.

5. Manning described in the basic instruction provides manning for one full honors funeral detail at all times and there will typically be sufficient manning for a second detail, based on normal squadron deployment practices.

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Honor Guard

1. Honor Guards are used to provide an array of sharp looking personnel to render Honors rated by an individual (typically a distinguished visitor) as described in U.S. Naval Regulations the traditional use of Naval personnel in an honor guard is as Sideboys. Sideboys consist of two, four, six, or eight personnel in two ranks facing each other and forming an aisle down which the honoree walks. (The more distinguished the honoree, the more Sideboys assigned.) As the Honor's Boatswain pipes "Over the Side," the Sideboys and Honor's Boatswain render a hand salute until completion of the call. Additionally those personnel (not in ranks) in the vicinity of the ceremony render appropriate salutes (hand salutes, present arms, or present sword). Honor Guards are available for military retirement ceremonies.

2. Manning described in the basic instruction provides that the Honor Guard and Funeral Detail share the same personnel pool.